



## Fairway Infant School Admission Arrangements

Extract from School Prospectus for 2018/9 which was approved by the Full Governing Body at their meeting on 11<sup>th</sup> September 2017.  
Review date July 2018

### Admission Arrangements

The admissions policy of this school complies with current policy in West Sussex. Admission to the school is co-ordinated by the Pupil Admission Team based in Horsham.

Parents have the right to choose whether their spring or summer born child attends school full-time or part-time in the autumn term that they can start school. Fairway will continue to offer advice to help parents make the decision that is right for their individual child. Parents still have a right to defer entry to later in the academic year and a place will be held open at the school for that child in that intake year.

The information below has been taken from the West Sussex County Council website and links on the website take you to more detailed information if appropriate. To access the website go to <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>

### Before you apply

Before applying for your child's school place, you must read the Information for parents booklet for your area which gives you all the information you need about the application and allocation process. Fairway Infant School is in the northern area of the county for Admissions.

The Information for parents booklets for "Starting at school 2018/19" and "Transferring from infant school to junior school 2018/19" booklet will be available on the website in September 2017.

It is the responsibility of parents or carers to apply for a school place. You do not need to have a letter from the County Council.

### Find your catchment area school

To find out which school is your catchment school you can use the tool on the West Sussex website. If you want your child to be considered for a place at their catchment school you must include this as one of the 3 preferences on your application.

### Apply for a place

You can apply if your child is due to start school, or transfer to junior school, in September 2018. The deadline for applications is **Monday 15 January 2018**. A link

to the online admissions system will be available from 9.00am on **Monday 2 October 2017**.

Important things to remember when applying

- You can apply for up to 3 different schools. You must rank the schools in order of preference. The first school should be the one you would most like your child to go to.
- We advise that you use all 3 preferences and enter your catchment school as one of your preferences.
- Children who attend a nursery or pre-school associated with or in a West Sussex school are not automatically guaranteed a place at that school. You must apply for your preferred schools using the application process and not directly to the schools.
- If you apply after the closing date you are far less likely to get a place at one of your preferred schools.
- If you are moving house during the application process please read the Information for Parents booklet for advice.
- Once you have submitted your online application you will receive an automatic email acknowledgement.

### How to apply

Start applying from	Deadline for applying	Offer date
2 October 2017	15 January 2018	16 April 2018

### Key points to consider

- You must apply on time – it is very important that you apply before the closing date of Monday 15 January 2018; you cannot apply online after this date.
- School places are allocated according to the published oversubscription criteria for each school.
- We strongly advise you to use all 3 preferences and **to enter your catchment school** as one of your preferences. Be realistic about your preferences as you have a higher priority for local schools. If you choose an oversubscribed school, the further away you live the less likely you are to be offered a place.
- Personal circumstances such as child care arrangements are not part of the oversubscription criteria for any school and will not be taken into consideration.

### Unable to apply online?

If you do not have access to the internet, you can still apply online using a computer in your local library for free. If you are unable to apply online you can request a form by phoning 033 301 42903.

If you choose to apply by post it is your responsibility to make sure it is submitted before the application deadline. Forms need to be sent by recorded delivery. We are not responsible for forms lost in the post and no missing forms can be investigated without evidence. We will not acknowledge that we have received your form.

### Applying after the closing date

Applications close on **Monday 15 January 2018**.

To apply after this date you will need to complete an application form which is only available by phoning us on 033 301 42903.

Applying after the closing date means that your preferences will be considered after all the preferences received on time have been allocated.

### **Offer dates**

If you apply online the Admissions Office will email you on **Monday 16 April 2018**. Emails will be sent throughout the day so we can't give you an exact time. If you apply by post they will send your offer by second class post on **Monday 16 April 2018**. The Admissions Office are unable to give out information over the phone. If you have not heard from Admissions please contact them on 033 301 42903 or email [admissions.north@westsussex.gov.uk](mailto:admissions.north@westsussex.gov.uk)

### **What happens next**

If you are happy with the school place offer you do not need to do anything else. If you are not happy with the offer, find out how to appeal and join a waiting list for a school place by following the link on the West Sussex website.

Please keep the Pupil Admissions Office advised of any changes to your child's circumstances (change of name, address, school etc.) to assist in the forward planning of school provision for West Sussex. Further details can be found on the West Sussex County Council website.

The Pupil Admission Team is based at:

**Pupil Admissions Office,**

**County Hall North, Chartway, Horsham, West Sussex, RH12 1XH**

Telephone: 03330 142903      Email: [admissions.north@westsussex.gov.uk](mailto:admissions.north@westsussex.gov.uk)

Website: [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

If you live outside West Sussex and wish to apply for a place, you must apply through your home LA.

### **Applying for a place outside this time scale**

If you move into a catchment area outside this time scale there is no guarantee that a place will be available at the local school. You are advised to contact the Admissions Office at West Sussex directly to discuss the availability of places. You will be asked to supply proof of your child's age and proof of your new address. When you are offered a place you will be expected to take up the space within approximately 10 school days.

If you are unable to secure a place at Fairway you will be advised of your right of appeal and may go on the waiting list. Appeal papers are normally sent out with the letter confirming that a place is not available.

### **Transport**

Transport matters for children attending this school are dealt with by the **Transport Co-ordination Group based in County Hall, Chichester, PO19 1RF**. They can be contacted on 01243 753530 or [school.transport@westsussex.gov.uk](mailto:school.transport@westsussex.gov.uk).

Details of the transport provision can be found on the West Sussex County Council

website.

### **Admission of pupils with Special Educational Needs**

Pupils with special educational needs must be treated as fairly as all other applicants for admission. Admission authorities must consider applications from parents of children with special educational needs, but no Education Health & Care Plan (EHCP), on the basis of the school's published admissions criteria. Such children should be considered as part of the normal admissions procedures. Pupils with an EHCP will be admitted to the school in accordance with our SEND Code of Practice.

### **Transfer to Junior School**

In your child's final year at Fairway Infant School (Year 2) you will automatically be sent details of how to apply for a place at Junior School. This will be sent out via the school. Online applications can be made from October in the year your child is in Year 2 for entry to Junior school (Year 3).

For the purposes of Admissions Fairway and Copthorne Junior Schools are "linked schools". This means that pupils in Year 2 at Fairway should be offered a place for Year 3 at Copthorne CE Junior School, although this will depend on the number of other applications considered against the school's admissions criteria.

**Parents and carers are responsible for making sure they apply for a place at Junior school and meet the deadlines set by their Local authority.**

